



**THE FOLLOWING ARTICLE PUBLISHED BY THE
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**SOP Inventory – Advertising Equipment
No Longer Needed at Your Site**

In January 2006, an updated Standard Operating Procedures (SOP) chapter on “*Inventory*” was distributed to the field. You may access this chapter and accompanying information by clicking on the following link:

<http://www.nycenet.edu/Offices/DFO/SOP/SOPChapters/inventory.htm>

A detailed process regarding the Disposition of Obsolete Equipment appears in this chapter. As part of the process, equipment that is no longer needed at a particular site, but can be used elsewhere must be advertised on the website of the Division of Financial Operations (DFO) for a period of two weeks. This advertisement is automatically generated when the site completes the Disposition of Obsolete Equipment form, which can be accessed through the FAMIS portal.

Schools and other sites may not advertise outside of the Department of Education for equipment they wish to dispose of. All advertisements must follow the procedures detailed in the above-referenced chapter.

Information regarding the SOP Inventory chapter may be obtained by contacting:

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